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## IM BOARD MEETING MINUTES

### December 9, 1999

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#### **Meeting Agenda**

- IM Development Status (Parra & Oyler)
- IM Engineering Status (Green)
- SC Customer Advisory Group 10/27 & 11/3 meeting Review (Willis)
- Field Collaboration Status (Yockman)
- Next Steps / Future Actions (Griffin)
  - ESC Issues
  - Service Issues
  - Future Agenda Items
  - Next Meeting

#### **Meeting Attendees**

Name	Role	Organization	Contact #	Attendance
Ari Patrinos	Chair	SC-70	3-3251	Local
Ted Griffin	Exec. Sec.	SC-621	3-4602	Local
Peggy Burris	Member	SC-4	3-7265	Local
Bill Valdez	Member	SC-5	3-5823	Local
Steve Buswell	Member	SC-7	3-9741	Phone Conference
Greg Dilworth	Member	SC-17	3-2873	Local
Myrna Vallette	Member	SC-62	3-3444	Local
Mike Riches	Member	SC-70	3-3264	Local
John Yates	Member	SC-82	3-8435	Local
Dean Oyler		SC-22	3-6394	Local
Robbie Green		SC-621	3-5015	Local
Gene Hughes		SC-621	3-5409	Local
Jason Kruse		SC-621	3-6592	Local
Michael Lynott		SC-621	3-6409	Local
Pat Rice		SC-621	3-4556	Local
David Wigtil		SC-621	3-5730	Local
Dick Yockman		SC-621	3-3394	Local

#### **Meeting Summary**

##### **IM Development Status**

An overview of IM development efforts in accordance with the SC HQS FY2000 IM Operating Plan was presented. Due to Customer requested changes and expanding the capabilities there will be a slight delay in delivery. A December 15<sup>th</sup> meeting will aid in resolving these issues.

- Question: Do you have a change control process?

- Answer: Yes, there are established internal processes used for change control and performance measures

### **IM Engineering Status**

An overview of IM Engineering efforts in accordance with the SC HQS FY2000 IM Operating Plan was presented.

- Question: Why are we upgrading to Windows 2000?
- Answer: This is a necessary upgrade for security & the rollout of IMSC. All desktops will be upgraded to Office 2000 and Windows 2000 also known as NT 5, which has been a stable proven product for many years.
- Question: Do we have a disaster recovery plan?
- Answer: Not currently, we do have a very robust Redundancy / Fault tolerance system which provides for part of the disaster plan however there are currently no existing offsite facilities providing Data backup. This issue and those found in the Cyber security plan will be addressed upon release of the DOE Cyber Security Plan in early February.

### **SC Customer Information Advisory Group (CIAG)**

The Customer group has met several times with outstanding participation providing a very useful forum for customer interaction in the rollout and implementation of IM. The Group continues to meet every Wednesday at 10:00 am.

### **Field Collaboration Status**

All sites have been very cooperative and genuine on their efforts to fund the collaborative projects. Currently the IM Architecture has partial funding with a decision to proceed on partial funding or hold until fully funded to be made.

### **Action Items**

- Action: (Vallario)  
Establish a study group to evaluate the use of excess 200Mhz machines for SC personnel home use / assignment.
- Action: (Green)  
Determine if the MS Enterprise Agreement will allow the use of DOE COTS software for home use.
- Action: (Hughes)  
Bring IMSC Issues to IM Board id they cannot be resolved by the team meeting on 12/15.

### **Next Steps / Future Actions**

- ESC:  
ESC to approve the future participation of Field office representation on the IM Board.
- No service issues were identified. A January IM Board meeting will be held.

### **Proposed 01/15/00 Meeting Agenda**